



Processing Steps - Interim Review

Interim Review discussions should be a positive and engaging experience regularly carried out with all employees. By closely observing the employee's performance and documenting specific examples of their performance, the Rater will be able to better explain their observations of the employee's performance during the Interim Review. Interim Review discussions regarding the employee's performance of work outcome statements that have been well documented allow the Rater to better prepare for the Annual Review.

Questions a Rater should ask themselves in advance of an Interim Review discussion

<ol style="list-style-type: none"> 1. Have I received the Reviewer's agreement with this feedback? 2. Has it been at least 30 days since the performance planning discussion or previous review discussion? 3. Is each work outcome that was previously discussed in the Performance Plan still relevant? 4. Have I based my observations on the measurements previously established with the employee? 5. Have I outlined my plan for the discussion to make it a developmental and engaging experience and not a one-sided judgment? 6. Have I praised solidly valued performance where appropriate and avoided nitpicking relatively insignificant items? 	<ol style="list-style-type: none"> 7. Have I prioritized and focused on improvement needs, so that efforts can be concentrated on areas of greatest importance? 8. Is my written description of my observations consistent with other feedback I provided the employee during the year? 9. Have I analyzed and described performance honestly, respectfully, factually, and accurately? 10. Is the feedback I'm providing meaningful, relevant, appropriate and timely? 11. Is my written description of performance clear and to the point? If this Interim Review feedback were discussed with me, would I understand exactly where my performance met or exceeded expectations and where my performance needed improvement?
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The Interim Review Process consists of four critical steps

Step 1 – Observation and Notation	Step 2 – Discussion Preparation	Step 3 – Discussion with the Employee – COACHING	Step 4 – Documenting the Discussion and Recording in Edison
Step 1 Observation and Notation	Step 1 is an ongoing action and will be performed throughout the Performance Management Cycle and used as a reference during Step 2 - Discussion Preparation.		
Yes ___ No ___	Have I observed the employee's performance?		
Yes ___ No ___	Have I created specific notes about the employee's S.M.A.R.T. work outcome achievements or inconsistencies in performance?		
Yes ___ No ___	Are my notes and examples of the employee's performance specific, fair and objective and do they cover the time from the performance planning discussion or the last review discussion to the current discussion?		

Please continue to Step 2 on the following page.

Step 2 Discussion Preparation		During Step 2 you will prepare the employee for the upcoming discussion and prepare a record of your observations of the employee's performance of the S.M.A.R.T. work outcomes. Keep in mind that examples used during the discussion to support the Rater's evaluation of the employee's performance must be specific, fair and objective and cover the time from the performance planning discussion or the last review discussion to the current discussion.
Yes ___ No ___	Have I reviewed the Performance Plan and my observation notes of the employee's performance to determine how well each work outcome has been achieved or determined if the employee has performed inconsistently? (This is information collected during Step 1.)	
Yes ___ No ___	Have I identified which work outcomes I will provide feedback on during the Interim Review discussion? (You must discuss each work outcome from the Performance Plan with the employee at least twice during the Performance Management Cycle.)	
Yes ___ No ___ Yes ___ No ___	Is each observation noted supported with specific, fair and objective feedback? (These specific examples of your observations more easily enable the employee and others to understand your rationale and current standing of their performance.) a. Am I able to describe in specific detail examples of what the employee might do to improve performance if improvement is needed?	
Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___	Did I schedule the Interim Review in advance with the employee? a. Did I select a private location for the Interim Review discussion? b. Did I tell the employee which work outcomes we will be reviewing? c. Did I ask the employee if they had any suggested work outcomes they would like to review and did I make note of this to ensure that I discuss their suggestions?	
Step 3 Discussion with the Employee – COACHING		It is important to clearly describe in concrete terms your observations of the employee's performance. It is also important to encourage the employee to fully participate in the conversation and assist in identifying actions to take to achieve the stated expected performance and work outcomes.
Yes ___ No ___	Have I recognized areas in which the employee is performing well and expressed my confidence that the employee is or can be a valued performer?	
Yes ___ No ___	Have I discussed options for improving or sustaining the performance of each work outcome?	
Yes ___ No ___	If changes in the employee's performance are needed, have I asked the employee what they think they could do differently in order to achieve the desired outcome? (If there are a number of performance weaknesses which should be corrected, it may be wise to focus attention on only one or two areas during a single Interim Review. Too much criticism at any one time may cause an employee to become upset and defend their performance rather than understand how to improve their performance.)	
Yes ___ No ___	a. Did I outline the specific areas or actions the employee should change or correct to improve performance?	
Yes ___ No ___	b. Did I set a specific time for these changes to occur?	
Yes ___ No ___	c. Did I schedule another Interim Review to assess the effects of these changes?	
Yes ___ No ___	Have I discussed with the employee each work outcome and my observations up to this point in time?	
Yes ___ No ___	Have I listened carefully to the employee's view of their performance? (They may have provided valuable input for my coaching efforts that might need to be included in the documentation following our conversation.)	
Yes ___ No ___	Have I discussed the consequences and rewards of their performance well in advance of the Annual Review?	
Step 4 Documenting the Discussion and Recording in Edison		Documentation is critical. While the Interim Reviews are not part of the personnel file (or employee's official record), the dates of the Interim Review discussions must be recorded in Edison to demonstrate that the Performance Management procedural steps are being followed for compliance with the law.
Yes ___ No ___	Following the conversation with the employee, did I review my previous documentation and make changes as needed, adding relevant information the employee may have provided during our discussion?	
Yes ___ No ___	Did I enter the discussion date into the proper fields in Edison?	
Yes ___ No ___	Did I inform the employee to log into Edison and "acknowledge" the discussion?	
Yes ___ No ___	Did I log back into Edison and "complete" the Interim Review process, after the employee acknowledged the discussion?	